

Glenda Wiles

From: Marty A. Birkeneder
Sent: Wednesday, July 11, 2007 1:35 PM
To: Glenda Wiles
Cc: Sue Major (MACPIMT@aol.com); Kevin McConnell; Kit Sutherland (bitterrootrcd@cybernet1.com); 'jmbirk@earthlink.net'
Subject: Ravalli County Animal Control Board: Animal Control Officer Project

Hi, Miss Glenda!

The following is a brief update on the "*Animal Control Officer Start-up Project*" to keep you up to speed. In the future you will receive updates in our monthly reports which both the ACB and RC&D will begin filing in August.

Bitterroot RC&D Area, Inc.:

During the most recent Animal Control Board (ACB) meeting with the Board of County Commissioners (Commissioners), the ACB was instructed to "go forth and find money" using me (Marty Birkeneder) in my capacity of Special Projects Coordinator as their grant search/grant writer until funds are secured and the project commences. Yesterday I met with James Freeman and Kit Sutherland of Bitterroot RC&D Area, Inc., (RC&D) along with Animal Control Board (ACB) members Dr. Linda Perry and Sue "MAC" Major to file the ACB's Request for Assistance with RC&D yesterday. Sue "Mac" Major signed the request form on behalf of the ACB. If the application is formally approved by the RC&D Board at their July 27th meeting, grants in support of the *Animal Control Officer Start-up Project* will be applied for by RC&D in the role of "applicant" with the ACB assuming the "sub-recipient" role. Both Jim and Kit were very supportive and informative regarding RC&D's role in the project. RC&D will do the following in support of the ACB:

- ✓ Proofread/edit all grant/appropriation applications and attachments;
- ✓ RC&D Board President James Freeman will approve, sign and submit all applications and certifications on behalf of sub-recipient ACB;
- ✓ RC&D staff will mentor the application process;
- ✓ provide financial mentoring and tracking services;
- ✓ assist in all procurement-related activities;
- ✓ draw down funds for reimbursement of approved expenditures;
- ✓ issue checks for reimbursement in response to approved Authorizations for Payment;
- ✓ generate all progress reports, financial reports, and final reports with the assistance of the ACB Coordinator;
- ✓ oversee the design, administration and evaluation of all program evaluation instruments proposed by ACB Coordinator;
- ✓ fund the ACB-related portion of RC&D's annual audit;

All of the above, among other things, are included in the RC&D's "menu" of services provided at the set rate of 7% of the total project monies passing through their agency. Grants will be sought to cover this 7% administration fee, as well. RC&D shall provide a copy of their current U.S.D.A.-approved administration rate document.

Program Progress Tracking/Reporting:

7/11/2007

The ACB will keep the Board of County Commissioners apprised of all activities of the ACB engages in as a branch of the Board of County Commissioners supported by the County's annual budget, including all activities ACB engages in under RC&D's supervision. Monthly financial and status reports will be filed with the Board of County Commissioners by the **Animal Control Officer Start-up Project** Coordinator and/or Project Director beginning in August of 2007. RC&D's monthly Financial Report will be attached for your records.

Procurement:

All procurement practices will be closely monitored and documented by the ACB Project Director and Coordinator. All procurement supported by grant monies will be supervised and documented by RC&D to assure strict adherence to Federal Procurement Guidelines. "Dual" review and approval by ACB Coordinator and Angie Zito of RC&D shall be practiced with all Authorization for Payment submittals to ensure that:

- ✓ each request falls within the scope of the project;
- ✓ the appropriate budget line has been listed; and
- ✓ that the unexpended budget supports the requested reimbursement.

ACB shall permanently maintain all documents pertaining to procurement and make them immediately accessible upon request by Ravalli County Board of Commissioners/RC&D. All equipment, vehicles, and supplies purchased with grant money or with the ACB's annual budget will be:

- ✓ Inventoried, marked, and tracked as "dual" property until expiration of the required term of possession dictated by funder(s); **Note:** Some funders will require that both RC&D and Ravalli County jointly own all property obtained with grant monies until title/possession is transferred permanently to Ravalli County at the time designated by funder; No equipment, vehicles or supplies shall be sold, their ownership/title/possession transferred, or destroyed prior to expiration of required term of possession dictated by funder(s), and under no circumstances without obtaining prior express written permission from Board of County Commissioners.
- ✓ registered/titled as RC&D/Ravalli County property (vehicles, trailers);
- ✓ if required, continuously insured under Ravalli County's fleet insurance policy;
- ✓ kept in good repair;
- ✓ immediately reported to Board of County Commissioners and RC&D if damaged, destroyed, lost, or stolen.

Personnel:

Persons hired by the ACB will be Ravalli County employees accountable to the Board of County Commissioners through the Animal Control Board. The ACB will advertise all employment opportunities and will hire, supervise and evaluate all personnel hired under the Animal Control Project according to Ravalli County Personnel Policy. All items purchased by personnel with clothing allowance funds will be considered the employee's personal property upon termination of employment, with the exception of official badges, identification cards, business cards, clothing patches and other items identifying them as an Animal Control Officer. Such official items shall be returned to ACB upon termination of employment.

Subcontractors:

The ACB may, in their discretion, sub-contract with persons/agencies to provide services related to the Animal Control Officer Project. All contractual funding shall be included in ACB's annual budget.

Budget:

The ACB's annual budget will be prepared by the Project Director and submitted to the Board of County Commissioners annually and shall include estimated revenue and expenses.

That's it for now. I'll keep a binder available if you, the Commissioners or Skip wish to view any of the documents generated on this project. It's exciting to finally get moving forward on this great project! If you have questions, please don't hesitate to give me a call or drop me an email. Talk to you soon.

Marty Birkeneder